

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
California State Military Reserve
9800 Goethe Road – P.O. Box 269101
Sacramento, California 95826

CASR-P

9 September 2006

ANNOUNCEMENT OF ANNUAL OFFICER PROMOTION BOARDS

1. Promotion boards for consideration for promotions to the grades of Captain (0-3) through Colonel (0-6) will be held at SMR Headquarters, Sacramento, California on 16 December 2006.
2. All individual members of the California State Military Reserve meeting the requirements outlined in CA SMR Regulation 600-2 are encouraged to apply.
3. All application packets will be prepared and submitted in the format and with the documents as specified in Attachment A.
4. All applications will be submitted through command channels to arrive at HQ, CA SMR, ATTN: CASR-P, not later than COB 4 November 06.
5. Applications from individuals assigned to HQ, CA SMR will be routed through their respective Directorate or Special Staff Section senior officer to the Headquarters Commandant (LTC Mark).
6. Individuals selected for promotion who are currently assigned to positions authorized the next higher grade will be promoted after the results of the boards are confirmed.
7. Those individuals selected for promotion who are not currently assigned to position authorized the next higher grade will be placed on an order of merit list and will be promoted at the time that they are transferred to an assignment authorized the next higher grade.
8. Recommendation packets will consist of the following items, assembled in the order listed below and attached by a single staple in the upper left corner (no binders or folders):
 - a. CA SMR Form 10
 - b. Letter of recommendation from individual's immediate unit commander
 - c. Professional Branch Officers (JA, CH, and Medical) will also include a letter of recommendation from their respective professional branch Special Staff Director that also provides a statement as to the individual meeting appropriate professional educational equivalencies.
 - d. CA SMR Form 13A
 - e. Biographical Summary (Appendix C of CA SMR Reg 600-2)
 - f. Copy of last three (3) OERS

- g. Evidence of highest civilian education level completed or letter from G-1 granting equivalent credit for civilian education
- h. Evidence of highest military education level completed or letter from G-3 granting equivalent credit for military education
- i. Current full length photograph in class B uniform, with all authorized ribbons and badges
- j. Current report of medical history, Form 93. All officers must be medically fit in accordance with standards prescribed for retention in AR 40-501 and meet height and weight standards as specified in CA SMR REG 600-9. The SF-93 is subject to review by CSMR medical staff.

9. All requests for equivalent credit for civilian education and military education will be sent to the G-1 and G-3, respectively, not later than 15 Oct 2006. Requests for equivalent credit submitted with the application packets will NOT be granted.

10. This board is for fully qualified personnel only, and, except for waivers of time in grade as specifically authorized by Paragraph 5-4.b. of CA SMR Reg 600-2, NO waivers (or "Exceptions to Policy") will be granted.

11. Those individuals selected for promotion that are not currently assigned to a position authorized the next higher grade will be issued a Certificate of Promotion Eligibility valid for a period of 18 months IAW paragraph 5-8 CA SMR Regulation 600-2.

12. POC is the undersigned or LTC Robert Johnson (916) 275-3036.

FOR THE COMMANDER:

/s/
RALPH S. LEFAVER
COL, GS, CSMR
Director of Personnel (G-1)

Distribution: A, Website

**STATE MILITARY RESERVE PROMOTIONAL CHECK
FOR OFFICERS**

Name _____ Unit _____ Grade _____

This checklist _____

Biographical Sketch _____

Officer Evaluation Reports for the last 3 years _____

Current 5x7 color photograph, in Class B uniform
With all awards and decorations _____

Commander's written recommendation _____

Completed CA SMR 13 A. _____

Commander's Certified Ht/Wt statement. _____

Current report of medical history (SF-93). _____

Proof of Military education. _____

Instructions: Except for this checklist and biographical sketch, submit photo-static copies on 8.5" x 11" bond paper.

Nominee signature and date

S-1 Signature and date

Commander's Signature and date

ATTACHMENT A